

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER H-02	PAGE NUMBER 1 OF 2
	RELATED NCCHC/ACA STANDARDS: P-H-02/ 4-4396, 4-4413 (ESSENTIAL)	
CHAPTER: 11 HEALTH SERVICES	SUBJECT: CONFIDENTIALITY OF HEALTH RECORDS AND INFORMATION	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: 11-19-07		

PURPOSE:

Health information and the Health Record are maintained in a manner to protect confidentiality.

POLICY:

1. Active health records are maintained separate from institutional inmate records.
2. Health records are maintained in a locked area when not being used by authorized health care staff.
3. Health information is not displayed on the outside of the health record jacket i.e. allergies, chronic illnesses, etc are not written on the jacket.
4. Access to health records and health information is limited to authorized health care and Office of Health Services staff.
5. Access to health information by authorized health care staff is limited to that information contained in the health record that is necessary to provide appropriate health care and /or oversight/monitoring.
6. Health information is confidential and will not be discussed with other health care staff above the extent required to provide appropriate health care or with Office of Health Services as it relates to the oversight and/or monitoring.
7. Health information is sealed in an envelope marked CONFIDENTIAL HEALTH INFORMATION for transportation.
8. Health information is not discussed or shared with security or program staff except for Office of Health Services staff or as outlined in Disclosure of Personal Health Information.
9. Health care encounters are carried out in a manner and location that promotes confidentiality within the dictates of safety and security.

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10. Health service staff receives training in confidentiality of health information during the medical vendor orientation program.
11. Security staff members who may observe or overhear personal health information in the performance of security duties receive training in the preservation of confidentiality of personal health information.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003. PH-02

American Correctional Association: Standards for Adult Correction Institutions, 4th Edition, 2003. 4-4396 and 4-4413

RELATED LAW:

16 *Del. C.* § 1203; 16 *Del. C.* § 1232; 11 *Del. C.* § 4322.